## InPlace - Overview

InPlace is a database that the University uses to capture information about all the workplace learning experiences that you are involved in. It also allows the university to keep a record of any pre-placement requirements for workplace learning and your current status in completing these requirements. You will be required to access the system throughout the course of your study.

This Quick Reference Guide will show you how to log into the system and gives an overview of the different areas of the system.

Logging into the system:

1. Open **Mozilla Firefox** or **Google Chrome** web browser. If you do not have this installed on your computer, download the free version at: http://www.mozilla.org/en-US/firefox/new/

2. Navigate to the following website: https://myworkplacelearning.csu.edu.au/

3. The following InPlace screen will display:
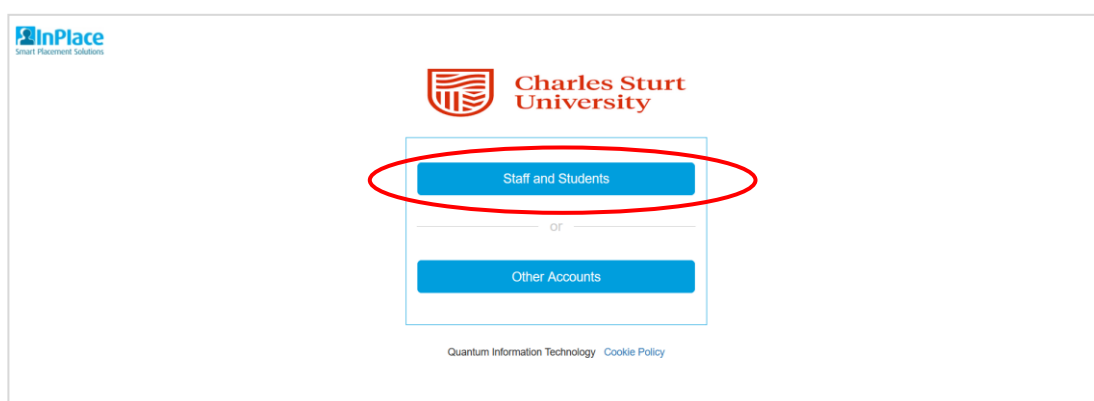
4. Click on **Staff and Students**. The following login screen will display:
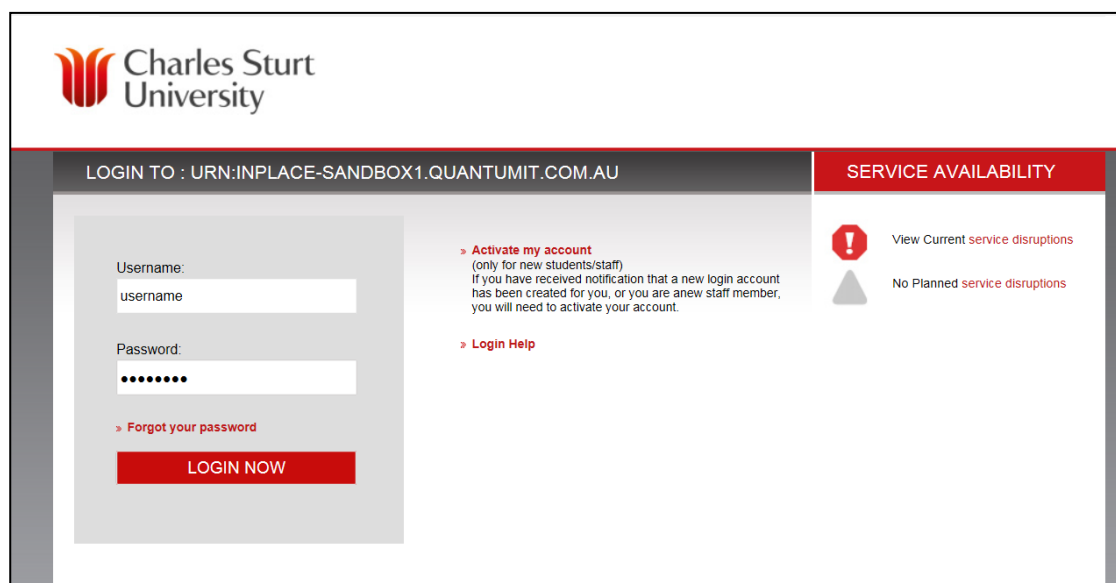
5. Enter your *CSU username* and *password* and click on the **LOGIN NOW** button. The *Home* page for InPlace will display. If this is the first time that you have logged into InPlace you will be asked to read and accept the *Terms and Conditions* of use before navigating to the *Home* page. Once you have read and accepted the terms and conditions, you will not need to accept them again unless they are changed.

Home Page:

The *Home* page is the first page you see upon logging into InPlace. It is the gateway to the system and provides you with information about your workplace learning requirements. There are a number of items on this page:
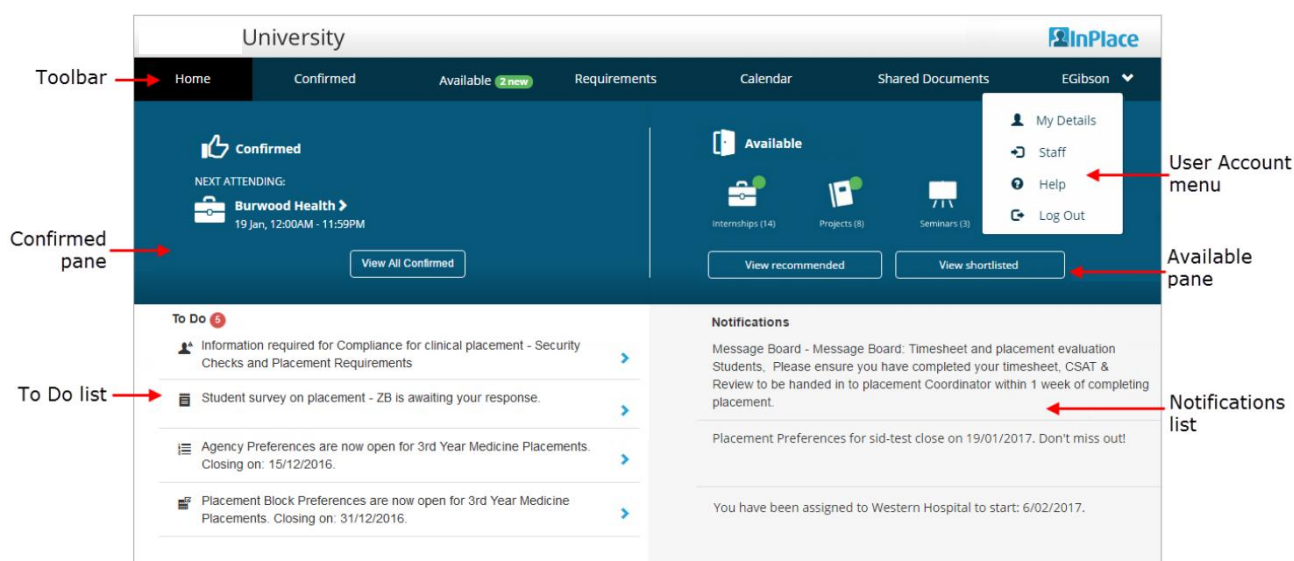
Tool bar

The toolbar helps you navigate around the system. Refer to the table below for more information.

Note: If you're using InPlace on a mobile device tap on the menu icon ☰ to get to the toolbar icons

Link	Action
Home	Click to return to the *Home* page
Confirmed	Click to open the *Confirmed* page and view all your confirmed placements and confirmed (successful opportunities). From here you can access placement details, your schedule (and timesheets or logbooks), related documents, assessment reports where applicable and carpool.
Available	Displays the *Available* page which shows you what types of opportunities are currently available.
Requirements	Click to open the *Requirements* page and view your placement requirements. *Please note: The Requirements page may display incorrect information at present, we are working on the information in this area so don't be alarmed if it says*

	you need to do more placement hours/days than you expected, it could just mean the information is incorrect. Your workplace learning team will let you know of your placement requirements at the relevant time.
Calendar	Shows details of when you are on placement including placement dates.
Shared Documents	Takes you to the **Shared Documents** page. This allows WPL staff to share documents with you that need to be accessed for some reason E.g. Orientation packages that need to be read and completed before you attend placement.
Your username	The **User Account** menu which is accessed by clicking on your username allows you to: • Access the **My Details** page (more information provided later in this guide) • Click **Help** to open the InPlace online help • Click **Log Out** to log out of InPlace

Confirmed pane

The confirmed pane displays your next upcoming placement. Click on the **View all Confirmed** button to open the *Confirmed* page
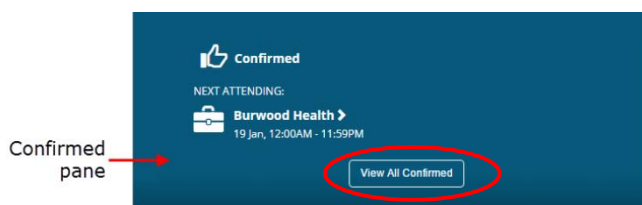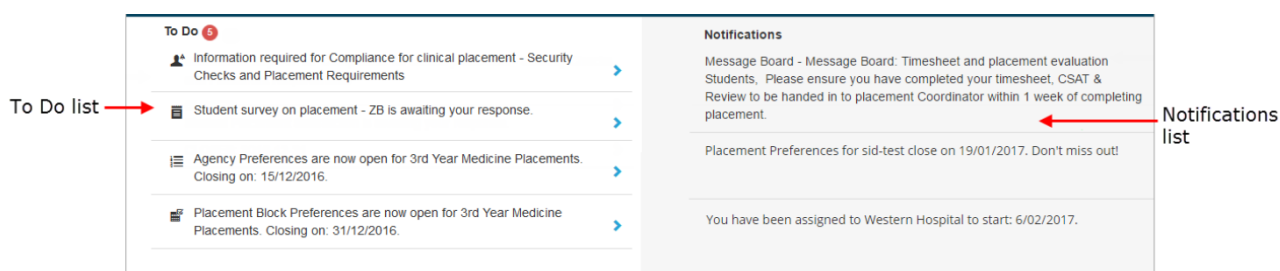

Available pane

The *Available* pane shows you what types of opportunities are currently available.

To Do list and Notifications list

Items that you need to action are located in the **To Do List** or as a message in your **Notifications** list (example, timesheets, self placements, self selection etc.)
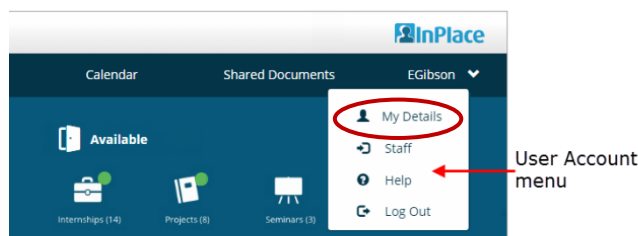

My Details:

The *My Details* page is located within the **User Account** menu and displays your personal details and all placement prerequisites.

You can upload and manage documentation for your placements, immunisation records, criminal background checks, and driver's licence information. Workplace Learning staff can

view your placement-related information and verify that it's correct and complete. You access the page by clicking your username on the toolbar and then clicking **My Details** on the **User Account** menu. You can also open it by clicking a relevant task in the **To Do** list (on your *Home* page).

1. You will be taken to the *My Details* page

2. The top section of the *My Details* page provides basic information about yourself, e.g. Student Code (CSU Student id), Given Name, Surname, Email address, Phone Numbers.

> **Note:** *This information comes across from our student system so if there is incorrect information, you will need to navigate to* Student Central FAQ's *to update your information and it should update in InPlace the following day.*

3. If you scroll down the screen, fields relating to your course or discipline are shown in the bottom section. These fields are customised by the University and may differ depending on your course enrolment.

4. Some of the customised fields that you may see on the *My Details* page (as shown above in the screenshot) will relate to pre-placement requirements such as National Police Check information, First Aid Certificates, Working with Children Checks etc. Once again the information displayed will differ depending on the requirements of your discipline or course.

> **Note:** *These customised fields will only display when you are enrolled in a current workplace learning subject so if you cannot see any fields it may be because you are not enrolled in a workplace learning subject or your course does not use this feature.*

Viewing InPlace on a mobile device:

On a mobile device your *Home* page looks a bit different but all the same information is available and it's just as easy to access.